

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**JOB ANNOUNCEMENT NUMBER: DKR-2012-045**

**OPEN TO:** All interested candidates  
**POSITION:** Maintenance Mechanic FSN-6/ FP8  
**OPENING DATE:** August 16, 2012  
**CLOSING DATE:** August 30, 2012  
**WORK HOURS:** Full-time position 40 hours/week

***ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.***

*The U.S. Embassy in Dakar is seeking an individual for the position of **Maintenance Mechanic***

*Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov).*

**BASIC FUNCTION OF POSITION**

Employed as a Maintenance Mechanic to carry out skilled maintenance and repair work to the facilities electrical and generator systems throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. Incumbent receives written or verbal request for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Familiarization of general mechanical and electrical systems is required.

**MAJOR DUTIES AND RESPONSIBILITIES  
OF TIME**

**100 %**

The incumbent specializes in Electrical Generator operations and maintenance of equipment. He or she receives written or verbal requests for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Assignments will be directed by the Facility Manager or an assigned Supervising Engineer. Familiarization of general electrical building systems is required. This includes but not limited to, electrical power distribution, voltage regulators, transformers, switchgear, automatic transfer switches and uninterruptible power supply systems.

**Operations & Maintenance Support (90% OF TIME):**

1. Performs preventive maintenance on uninterrupted power supply systems, generators, and air compressors to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).
2. Inspects, tests, evaluates, calibrates and updates generator systems and wiring to improve reliability and to assure dependability and safety and compliance. Identifies and corrects building and equipment problems by performing electrical and plumbing work to maintain buildings and equipment in safe condition, prevent degradation of property and systems, and prevent failures

that would cause reduction in service.

1. Installs, repairs and maintains new and replacement generator systems to enhance building systems reliability. Installations may include residential applications. Removes, relocates, repairs, installs and tests electrical equipment (e.g. switches, conduit wiring, receptacle lights, circuits, etc.) to maintain electrical power in buildings and structures, detect shorts and defective connections, overloading, and restore operation of non-functioning equipment. Installs conduits and wires to provide power as required. Repairs electric lines in or under floors, walkways, and walls to repair breaks. Interprets wiring diagrams in order to install generator systems. Assists in the coordination and in the temporary repair of remote generator systems.
2. Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.
3. Assists in planning and scheduling corrective actions and preventive maintenance to repair or modify defects and maintain operating condition of facilities and equipment.
4. Assesses critical loads of power requirements to power sources and generators to determine user needs of electrical and/or backup power.
5. Monitor vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements.
6. Assist in maintaining costs, inspections, and maintenance records on generators and power systems to document maintenance work and equipment replacement. This includes accounting for labor hours and material usage after completion of work.

#### **Logistic Support (10% OF TIME)**

1. Other assigned duties are to support post activities including relocations, emergency actions, escorting and monitoring contractors on site. Individual may be required to assist other LED Facility Maintenance personnel and assist other shops as part of the maintenance team as directed by the Facility Manager or an assigned supervising Engineer.
2. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor, and/or Escort.

### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

#### **a. Education**

The position requires successful completion of secondary school and two (2) years of journey-level experience in the repair and maintenance of standby generator and/or uninterrupted power supply systems. Education or technical training in a field related to power generating plants or related electrical equipment through a recognized trade union, technical school or equivalent; accredited trade school, college or university may substitute for one (1) year of the required experience. One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited trade school, college or university. <HR to insert or revise to standard language>

**b. Prior Work Experience**

Minimum of three to five (3-5) years experience as a repair mechanic or maintenance technician working with power generators is required.

**c. Post Entry Training**

Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Window will be provided. Vendor sponsored generator training will be sought. Training plans will be coordinated by the Facility Manager and Post Management.

**d. Language Proficiency:**

Level III in both English and host country language written and spoken proficiency required.

**e. Job Knowledge**

The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. He or she must be familiar with international building, electrical, and plumbing codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, electrical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of utility, generator, and UPS power is required. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs

**f. Skills and Abilities**

The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing diesel engines, large generators and alternators; testing electrical components and taking equipment readings with various meters, hand, power, and specialty tools to determine appropriate repairs. Additional skills include installation of emergency standby generator systems; installation of plumbing required for diesel fuels; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

**POSITION ELEMENTS**

**a. Supervision Received**

Incumbent receives general supervision from the Facility Manager or an assigned Supervising Engineer.

**b. Supervision Exercised**

This is a non-supervisory position. However, individual may be required to direct the services of trade helpers or others assigned to assist as necessary.

**c. Available Guidelines**

Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, as-built building drawings and plans, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.

**d. Exercise of Judgment**

Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the Embassy/ Consulate staff and all visitors.

**e. Authority to Make Commitments**

No ability to make commitments for the facility maintenance staff or Post. With the approval of the Facility Manager or an assigned Supervising Engineer commits work priorities.

**f. Nature, Level and Purpose of Contacts**

He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Facility Manager.

**g. Time Expected to Reach Full Performance Level**

6 to 8 months

**SELECTION PROCESS:** When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

*NOTE: Only short listed candidates will be contacted.*

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

**TO APPLY:** Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office**  
**E-mail Address: [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)**

**CLOSING DATE FOR THIS POSITION: August 30, 2012**

*The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

## **DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.